

Agenda

Alaska Alternate Assessment New Mentor Training September 26-27, 2011

Vocational Training & Resource Center
3239 Hospital Drive
Juneau, Alaska 99801
907-463-7375 phone

Facilitators:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
Kim Sherman, Project Manager for Alaska Alternate Assessment, Dillard Research Associates
Cordova Lewis, Education Program Assistant, Alaska Department of Education

Goals:

- DRA and EED staff will provide training and supervision of new mentors to ensure consistency and standardization in training. Mentors-in-training will participate in the two-day new mentor training and will meet the objectives outlined below. The training will utilize and model the initial resources and strategies Qualified Mentor Trainers will use in training district staff to become Qualified Assessors. Further training for new mentors is provided at the annual mentor training in October.
 - Mentors in training may be new assessors-in-training or returning qualified assessors who are moving to the next level. All attending the new mentor training must commit to completing all required tasks and attending Annual Mentor Training, October 25-26, 2011.
1. **Qualified Assessor and Qualified Trainer Roles:** Learn about the requirements to become a Qualified *Assessor* and the requirements to become a Qualified Mentor *Trainers* as well as the role of Alternate Assessment mentors in their district.
 2. **Overview of Alaska's Alternate Assessment:** Eligibility criteria, explanation of the alternate assessment, legal and historical background of alternate assessments, the importance of test security, the significance of training for reliability and validity, and relationship or reliability and validity to administering and scoring alternate assessments
 3. **Hands-on training in the computer lab:** Complete the required online training, scoring, and proficiency modules for reading, writing, mathematics, science, and test administration Rules and procedures.
 4. **Administration and Scoring of Practice Tests:** Participants will become competent at administering and scoring the reading, writing, mathematics, science, and ELOS practice tests to each other using student materials and scoring protocols.
 5. **Evaluation of Scoring Protocols:** Participants will evaluate a set of scoring protocols for completeness and accuracy using the *Protocol Review Sheet* and the *Scoring Protocol Review Procedures*. This is the process that mentors must perform for their protégés. Mentor-in-training scores will be reviewed for inter-rater reliability by the vendor.
 6. **Vendor and Department Review:** The test vendor will re-score all participants scoring protocols in order to determine participant's ability to evaluate another person's ability to administer and score the alternate assessments. Incomplete work, or work with critical errors, will be returned to the mentor-in-training for completion.

Monday, September 26, 2011

Time	Topic
Qualified Assessor Training- Online training and proficiency exams (Administration, Reading, Science)	
8:00	Doors Open for Participants Sign-in, receive materials, coffee, take lunch orders
8:15-8:45	Introductions (Aran)
8:45-9:00	1) Review Agenda, Materials, and expectations for the 2-day training. Emphasize need for holding to the schedule and how to catch up (Aran) 2) Review the following handouts and Resources(Aran): Annual Mentor Training Registrations, (turn in to EED) – <i>Orange</i> , Alaska Pacific University credit course option – <i>White</i> , Information Update – <i>Yellow</i> , Summary of ,Mentor-Trainer Training Sequence – <i>White</i> , Overview of Mentor training obligations and how to train protégés, getting help and questions resources – <i>NEW</i> ; 3 ring Supporting Materials and how to update annually. 3) Overview of schedule, taking breaks, lunch, take lunch orders to kitchen 4) Explain why returning QAs will take entire training instead of refreshers to become mentors 5) Changing rooms for different parts of training
9:00-9:15	Registration, Login, Expectations about Training Modules, then Proficiency Exams. Test Security Agreements, Using the <i>Supporting Documents</i> , Overview of online system. Together take first training module: <i>Navigating through the Training Site</i> , Resets if fail proficiency exams. (Consequences for returning assessors/mentors) Resource: Supporting Documents and online training website(Kim)
9:15-10:15	Work on own - Complete Administration training modules, (Begin with <i>Navigating through the Training Site</i> through <i>Math Scoring</i> .) STOP: Complete Administration proficiency exam
10:15-10:30	Break
10:30-11:30	Complete Reading training modules (Reading Training 1-4). STOP: Complete Reading proficiency exam
11:30-12:30	Complete Science training modules (Science Training 1-4). STOP: Complete Science proficiency exam
12:30-1:30	Lunch on own (Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food. Lunch may take awhile to prepare, so we will submit your orders early. You may eat lunch at the tables on the second floor or in the restaurant.)
Qualified Assessor Training – Administering/Scoring Practice Tests (Reading and Science)	
1:30-2:00	NOTE: Your work will be collected and used for an inter-rater reliability study Review procedures for administering and scoring practice tests (Reading and Science) Material preparation, allowable accommodations, General Directions, Task Directions Assign partners Review of administration and scoring rules Review of practice test materials, scoring procedures and protocols Review of participant, DRA, and EED roles
2:00-3:15	In pairs - Administer and score practice tests – Reading (pink) & Reading ELOS (yellow)
3:15-3:30	Break

3:30-4:45	In pairs - Administer and score practice tests – Science (blue)
4:45-5:00	Wrap-up and Adjourn

Tuesday, September 27, 2011

Time	Topic
<i>Qualified Assessor Training- Online training and proficiency exams (Mathematics, Writing)</i>	
8:00-8:15	Coffee, Review Agenda and expectations for the day Take breaks as needed Take lunch orders, deliver to Twin Lakes Café
8:15-9:30	Complete Mathematics training modules (Math Training 1-4). STOP: Complete Math proficiency exam
9:30-10:15	Training in Scoring Writing with examples
10:15-11:30	Complete Writing training modules (Writing Training 1-5). STOP: Complete Writing proficiency exam
<i>Qualified Assessor Training – Administering/Scoring Practice Tests (Mathematics and Writing)</i>	
11:30-11:45	NOTE: Your work will be collected and used for an inter-rater reliability study. --Review procedures for administering and scoring practice tests (Math and Writing) --Material preparation, allowable accommodations, General Directions, Task Directions --Assign partners --Review of administration and scoring rules --Review of practice test materials, scoring procedures and protocols --Review of participant, DRA, and EED roles
11:45-12:45	Lunch on own
12:45-1:30	In pairs - Administer and score practice tests – Mathematics (green) & Mathematics ELOS (orange)
1:30-2:15	In pairs - Administer and score practice tests – Writing (red)
<i>Mentor Training – Evaluating a Protégé’s Scoring Protocols</i>	
2:15—2:30	NOTE: Your work will be collected and re-scored by the vendor for accuracy/completeness. Have participants read/sign acknowledgement of this. --Explain procedures for evaluating protégé’s Scoring Protocol Review <i>Scoring Protocol ---- Review Sheet</i> and <i>Scoring Protocol Review Procedures</i> --Present examples of work with vendor evaluation comments. --Assign randomly selected protégés
2:30 -4:00	Evaluate and score protégé’s practice tests (Reading, Writing, Math, Science, ELOS) MUST turn in to EED
4:00-4:30	Wrap up, evaluations, and handout Qualified Assessor Certificates of completion
Note:	1)DRA and EED will review and re-score the Mentors-in-training evaluations of their protégé’s Scoring Protocols for accuracy and completeness. 2)Certificates of Completion for new Qualified Mentor Trainers will be handed out at Annual Mentor Training in Anchorage will be emailed after completion of training in October.

Transportation

Shuttle:

For those participants staying at the Westmark Baranof Hotel, a shuttle will be provided to take you to and from the Vocational Training Resource Center. Shuttle will depart the hotel at 7:45 AM sharp each morning and will pick you up each afternoon from the VTRC. Check with the front desk for shuttle times. Make sure you are clear with them about being with the Alternate Assessment group.

Bus:

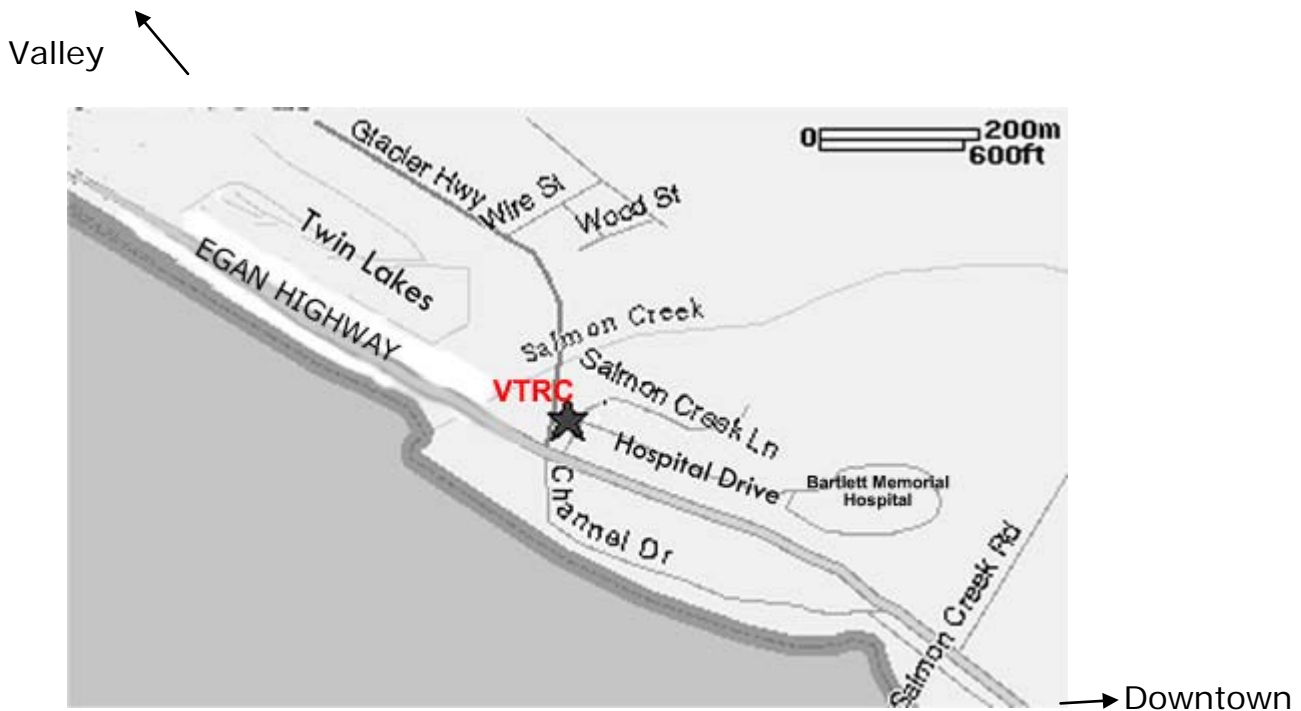
In Juneau, [Capital Transit](#) (city bus service) has a bus stop at the VTRC. To receive bus schedule information call 789-6901.

Car:

The VTRC has parking available for up to 25 cars and 2 handicapped parking spaces. EED does not reimburse for car rental.

Walking:

If you decide to walk, please leave yourself plenty of time. From downtown Juneau to the VTRC it is a **60-90 minute walk** for brisk walkers. Please allow plenty of time!



Notes

The Twin Lakes Cafe is proud to serve fine Japanese & American cuisine at an affordable price. <http://www.vtrc.org/misc/TwinLakeCafe.htm>

VTRC will provide coffee and tea in the mornings. You may bring in your own drink to the computer lab, but drinks must have a lid.